

Examination schedules

IB Diploma Programme May 2010 examination schedule Morning examinations must start after 0700 and finish by 1300 hours local time. Afternoon examinations must start after 12 noon and finish by 1800 hours local time.				
DATE	MORNING	TIME	AFTERNOON	TIME
Friday 30 April	School-based syllabus SL paper 1	-	School-based syllabus SL paper 2 <i>Where required</i>	-
Tuesday 4 May	English A1 HL paper 1 English A1 SL paper 1 English A2 HL paper 1 English A2 SL paper 1 Text & performance SL paper 1	2h 1h 30m 2h 1h 30m 3h	Business & management HL paper 1 Business & management SL paper 1 Philosophy HL paper 1 Philosophy SL paper 1	2h 15m 1h 15m 2h 30m 1h 45m
Wednesday 5 May	Business & management HL paper 2 Business & management SL paper 2 Philosophy HL paper 2 Philosophy HL paper 3 Philosophy SL paper 2	2h 15m 1h 45m 1h 1h 30m 1h	Mathematics HL paper 1 Mathematics SL paper 1 Mathematical studies SL paper 1	2h 1h 30m 1h 30m
Thursday 6 May	Mathematics HL paper 2 Mathematics SL paper 2 Mathematical studies SL paper 2	2h 1h 30m 1h 30m	Computer science HL paper 1 Computer science SL paper 1 Geography HL paper 1 Geography SL paper 1 Psychology HL paper 1 Psychology SL paper 1 Social & cultural anthropology HL paper 1 Social & cultural anthropology SL paper 1	2h 15m 1h 30m 1h 30m 1h 30m 2h 2h 1h 1h
Friday 7 May	Computer science HL paper 2 Computer science SL paper 2 Geography HL paper 2 Geography SL paper 2 Psychology HL paper 2 Psychology HL paper 3 Psychology SL paper 2 Social & cultural anthropology HL paper 2 Social & cultural anthropology HL paper 3 Social & cultural anthropology SL paper 2	2h 15m 1h 30m 2h 30m 1h 30m 2h 1h 1h 2h 1h 2h	German A1 HL paper 1 German A1 SL paper 1 German A2 HL paper 1 German A2 SL paper 1	2h 1h 30m 2h 1h 30m
Monday 10 May	English A1 HL paper 2 English A1 SL paper 2 English A2 HL paper 2 English A2 SL paper 2 English B HL paper 1 English B HL paper 2 English B SL paper 1 English B SL paper 2 English <i>ab initio</i> SL paper 1 English <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Physics HL paper 1 Physics HL paper 2 Physics SL paper 1 Physics SL paper 2 Sports, exercise and health science SL paper 1 Sports, exercise and health science SL paper 2	1h 2h 15m 45m 1h 15m 45m 1h 15m
Tuesday 11 May	Physics HL paper 3 Physics SL paper 3 Sports, exercise and health science SL paper 3	1h 15m 1h 1h	History HL paper 1 History HL paper 2 History SL paper 1 History SL paper 2	1h 1h 30m 1h 1h 30m
Wednesday 12 May	History HL paper 3	2h 30m	Chemistry HL paper 1 Chemistry HL paper 2 Chemistry SL paper 1 Chemistry SL paper 2 Design technology HL paper 1 Design technology HL paper 2 Design technology SL paper 1 Design technology SL paper 2	1h 2h 15m 45m 1h 15m 1h 1h 45m 45m 1h

Section I: Arrangements for the written examinations in May and November 2010

Thursday 13 May	Chemistry HL paper 3 Chemistry SL paper 3 Design technology HL paper 3 Design technology SL paper 3	1h 15m 1h 1h 15m 1h	Language A1 HL paper 1 Language A1 SL paper 1 Language A2 HL paper 1 Language A2 SL paper 1 (Except: English, French, German, Spanish)	2h 1h 30m 2h 1h 30m
Friday 14 May	Language A1 HL paper 2 Language A1 SL paper 2 Language A2 HL paper 2 Language A2 SL paper 2 (Except: English, French, German, Spanish)	2h 1h 30m 2h 1h 30m	German A1 HL paper 2 German A1 SL paper 2 German A2 HL paper 2 German A2 SL paper 2 German B HL paper 1 German B HL paper 2 German B SL paper 1 German B SL paper 2 German <i>ab initio</i> SL paper 1 German <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m
Monday 17 May	French A1 HL paper 1 French A1 SL paper 1 French A2 HL paper 1 French A2 SL paper 1	2h 1h 30m 2h 1h 30m	Biology HL paper 1 Biology HL paper 2 Biology SL paper 1 Biology SL paper 2 Environmental systems & societies SL paper 1	1h 2h 15m 45m 1h 15m 1h
Tuesday 18 May	Biology HL paper 3 Biology SL paper 3 Environmental systems & societies SL paper 2	1h 15m 1h 2h	Spanish A1 HL paper 1 Spanish A1 SL paper 1 Spanish A2 HL paper 1 Spanish A2 SL paper 1	2h 1h 30m 2h 1h 30m
Wednesday 19 May	Spanish A1 HL paper 2 Spanish A1 SL paper 2 Spanish A2 HL paper 2 Spanish A2 SL paper 2 Spanish B HL paper 1 Spanish B HL paper 2 Spanish B SL paper 1 Spanish B SL paper 2 Spanish <i>ab initio</i> SL paper 1 Spanish <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Economics HL paper 1 Economics HL paper 2 Economics SL paper 1 World religions SL paper 1	1h 1h 1h 1h 15m
Thursday 20 May	Economics SL paper 2 Economics HL paper 3 World religions SL paper 2	2h 2h 1h 30m	Mathematics HL paper 3 Further mathematics SL paper 1 Classical languages HL paper 1 Classical languages SL paper 1 ITGS HL paper 1 ITGS SL paper 1	1h 1h 1h 30m 1h 15m 1h 1h
Friday 21 May	Classical languages HL paper 2 Classical languages SL paper 2 Further mathematics SL paper 2 ITGS HL paper 2 ITGS HL paper 3 ITGS SL paper 2 Music HL paper 1 Music SL paper 1	2h 1h 30m 2h 2h 2h 1h 2h 2h 30m 2h 30m	Language B HL paper 1 Language B HL paper 2 Language B SL paper 1 Language B SL paper 2 Language <i>ab initio</i> SL paper 1 Language <i>ab initio</i> SL paper 2 (Except: English B, French B, German B, Spanish B; French <i>ab initio</i>, German <i>ab initio</i>, Spanish <i>ab initio</i>)	1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m
Monday 24 May	French A1 HL paper 2 French A1 SL paper 2 French A2 HL paper 2 French A2 SL paper 2 French B HL paper 1 French B HL paper 2 French B SL paper 1 French B SL paper 2 French <i>ab initio</i> SL paper 1 French <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m		

IB Diploma Programme November 2010 examination schedule Morning examinations must start after 0700 hours and finish by 1300 hours local time. Afternoon examinations must start after 12 noon and finish by 1800 hours local time.				
DATE	MORNING	TIME	AFTERNOON	TIME
Friday 29 October	School-based syllabus SL paper 1	-	School-based syllabus SL paper 2 <i>Where required</i>	-
Tuesday 2 November	Language B HL paper 1 Language B HL paper 2 Language B SL paper 1 Language B SL paper 2 Language <i>ab initio</i> SL paper 1 Language <i>ab initio</i> SL paper 2 (Except: English B, French B, Spanish B, French <i>ab initio</i>, Spanish <i>ab initio</i>)	1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Biology HL paper 1 Biology HL paper 2 Biology SL paper 1 Biology SL paper 2 Environmental systems & societies SL paper 1	1h 2h 15m 45m 1h 15m 1h
Wednesday 3 November	Biology HL paper 3 Biology SL paper 3 Environmental systems & societies SL paper 2	1h 15m 1h 2h	Spanish A1 HL paper 1 Spanish A1 SL paper 1 Spanish A2 HL paper 1 Spanish A2 SL paper 1	2h 1h 30m 2h 1h 30m
Thursday 4 November	Spanish A1 HL paper 2 Spanish A1 SL paper 2 Spanish A2 HL paper 2 Spanish A2 SL paper 2 Spanish B HL paper 1 Spanish B HL paper 2 Spanish B SL paper 1 Spanish B SL paper 2 Spanish <i>ab initio</i> SL paper 1 Spanish <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Mathematics HL paper 1 Mathematics SL paper 1 Mathematical studies SL paper 1	2h 1h 30m 1h 30m
Friday 5 November	Mathematics HL paper 2 Mathematics SL paper 2 Mathematical studies SL paper 2	2h 1h 30m 1h 30m	Language A1 HL paper 1 Language A1 SL paper 1 Language A2 HL paper 1 Language A2 SL paper 1 (Except: English, French, Spanish)	2h 1h 30m 2h 1h 30m
Monday 8 November	Language A1 HL paper 2 Language A1 SL paper 2 Language A2 HL paper 2 Language A2 SL paper 2 (Except: English, French, Spanish)	2h 1h 30m 2h 1h 30m	Physics HL paper 1 Physics HL paper 2 Physics SL paper 1 Physics SL paper 2 Sports, exercise and health science SL paper 1 Sports, exercise and health science SL paper 2	1h 2h 15m 45m 1h 15m 45m 1h 15m
Tuesday 9 November	Physics HL paper 3 Physics SL paper 3 Sports, exercise and health science SL paper 3	1h 15m 1h 1h	English A1 HL paper 1 English A1 SL paper 1 English A2 HL paper 1 English A2 SL paper 1 Text & performance SL paper 1	2h 1h 30m 2h 1h 30m 3h
Wednesday 10 November	English A1 HL paper 2 English A1 SL paper 2 English A2 HL paper 2 English A2 SL paper 2 English B HL paper 1 English B HL paper 2 English B SL paper 1 English B SL paper 2 English <i>ab initio</i> SL paper 1 English <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Economics HL paper 1 Economics HL paper 2 Economics SL paper 1	1h 1h 1h

Section I: Arrangements for the written examinations in May and November 2010

Thursday 11 November	Economics SL paper 2 Economics HL paper 3	2h 2h	Chemistry HL paper 1 Chemistry HL paper 2 Chemistry SL paper 1 Chemistry SL paper 2 Design technology HL paper 1 Design technology HL paper 2 Design technology SL paper 1 Design technology SL paper 2	1h 2h 15m 45m 1h 15m 1h 1h 45m 45m 1h
Friday 12 November	Chemistry HL paper 3 Chemistry SL paper 3 Design technology HL paper 3 Design technology SL paper 3	1h 15m 1h 1h 15m 1h	History HL paper 1 History HL paper 2 History SL paper 1 History SL paper 2	1h 1h 30m 1h 1h 30m
Monday 15 November	History HL paper 3	2h 30m	Mathematics HL paper 3 Classical languages HL paper 1 Classical languages SL paper 1 ITGS HL paper 1 ITGS SL paper 1	1h 1h 30m 1h 15m 1h 1h
Tuesday 16 November	Classical languages HL paper 2 Classical languages SL paper 2 ITGS HL paper 2 ITGS HL paper 3 ITGS SL paper 2 Music HL paper 1 Music SL paper 1	2h 1h 30m 2h 1h 2h 2h 30m 2h 30m	Geography HL paper 1 Geography SL paper 1 Social & cultural anthropology HL paper 1 Social & cultural anthropology SL paper 1 Computer science HL paper 1 Computer science SL paper 1 Psychology HL paper 1 Psychology SL paper 1	1h 30m 1h 30m 1h 1h 2h 15m 1h 30m 2h 2h
Wednesday 17 November	Geography HL paper 2 Geography SL paper 2 Social & cultural anthropology HL paper 2 Social & cultural anthropology HL paper 3 Social & cultural anthropology SL paper 2 Computer science HL paper 2 Computer science SL paper 2 Psychology HL paper 2 Psychology HL paper 3 Psychology SL paper 2	2h 30m 1h 30m 2h 1h 2h 2h 15m 1h 30m 2h 1h 1h	French A1 HL paper 1 French A1 SL paper 1 French A2 HL paper 1 French A2 SL paper	2h 1h 30m 2h 1h 30
Thursday 18 November	French A1 HL paper 2 French A1 SL paper 2 French A2 HL paper 2 French A2 SL paper 2 French B HL paper 1 French B HL paper 2 French B SL paper 1 French B SL paper 2 French <i>ab initio</i> SL paper 1 French <i>ab initio</i> SL paper 2	2h 1h 30m 2h 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m 1h 30m	Business & management HL paper 1 Business & management SL paper 1 Philosophy HL paper 1 Philosophy SL paper 1	2h 15m 1h 15m 2h 30m 1h 45m
Friday 19 November	Business & management HL paper 2 Business & management SL paper 2 Philosophy HL paper 2 Philosophy HL paper 3 Philosophy SL paper 2	2h 15m 1h 45m 1h 1h 30m 1h		

Introduction

It is essential that all invigilators of IB examinations receive a copy of this section of the handbook on arrangements for the written examinations. In addition to providing each invigilator with a personal copy, coordinators must place a copy of this section (and section J for those examinations that require calculators) in the examination room. To make it easier to produce copies, coordinators who are accessing the handbook in HTML format can [click here](#) to download a version of this section in portable document format (PDF).

I1 Examination materials

- 1.1 A list of materials required for each examination is provided in the booklet *IB Diploma Programme examination materials*. This booklet must be downloaded and printed from IBIS. Appropriate sections of the booklet must be available to the invigilator of each examination. It is essential to consult this booklet well in advance of the examinations to ensure that all material will be available.
- 1.2 Coordinators must print the following items from IBIS and then produce copies in sufficient quantity for lessons and the examinations.
- *Business and management case study*: HL/SL paper 1
 - *Business and management formulae sheet*: HL/SL paper 1 and paper 2 (published March 2007 and copied from the subject guide)
 - *Business and management discount tables*: HL only paper 1 and paper 2 (published March 2007 and copied from the subject guide)
 - *ITGS HL case study*: HL only paper 3
 - *Physics data booklet* (published September 2007)
 - *Chemistry data booklet* (published September 2008): HL/SL paper 2 and paper 3
 - *Mathematical studies SL information booklet* (first published November 2004, updated January 2006)
 - *Mathematics SL information booklet* (published November 2004)
 - *Mathematics HL and further mathematics SL information booklet* (published November 2004)
 - *Computer science case study*: HL/SL paper 2.

Booklets, case studies, tables and all other materials used in examinations must be “clean” copies that have not been used in the classroom during lessons.

Note that the formulae sheet and discount tables for business and management (published March 2007) are copied from the subject guide.

- 1.3 Ensure that sufficient clean copies of the prescribed work score for music HL/SL paper 1 are available for the candidates’ examination. It is the responsibility of the coordinator to provide these scores, not the candidates.

Ensure that candidates know what they should bring to the examinations and any limitations, particularly restrictions on the type of calculator that can be used.

I2 The examination schedule

- 2.1 The Diploma Programme schedule of examinations must be strictly observed. Each examination must be taken during the morning or afternoon as scheduled by the IB, unless the coordinator help desk at IB Cardiff authorizes rescheduling. Coordinators may vary the starting times of the morning and afternoon sessions at their discretion. Previously, the schedule required schools to complete all morning examinations by 1300 hours and afternoon examinations by 1800 hours. The schedule requires schools to start morning examinations no earlier than 0700 hours and afternoon examinations must obviously start no earlier than 12 noon. The schedule therefore states:
- morning examinations must start after 0700 hours and finish before 1300 hours local time
 - afternoon examinations must start after 1200 hours (noon) and finish by 1800 hours local time.
- 2.2 The IB now designates the date on which the written examinations must be taken for school-based syllabus subjects. This has been introduced because with a growing number of schools offering SBS subject, it is increasingly difficult for them to agree on a mutually convenient date when the examination(s) should be taken for a particular syllabus. The dates of the examinations for 2010 are **Friday 30 April** for the May session and **Friday 29 October** for the November session. An exception is made where only one school is offering an SBS. In these circumstances, the examination(s) must be scheduled during the period **15 April to 21 May/15 October to 21 November**.
- 2.3 At the discretion of the coordinator, candidates are permitted a short break between examination papers, including examinations for the same subject and level. Candidates may leave the examination room, consult notes and engage freely in discussion. This does not pose a threat to the security of any examination paper.
- 2.4 In adverse circumstances of an extreme nature (for example, civil unrest, natural disaster, hostile action) where rescheduling may be necessary, the coordinator should contact the coordinator help desk at IB Cardiff for advice. Outside office hours the help desk can be contacted using the emergency help line. If for any reason the help desk cannot be contacted, the examination must be rescheduled to the next earliest possible date. A full report must be sent to the coordinator help desk immediately after the examination. The final award committee will determine whether grades will be issued to the candidates in the subject(s) and level(s) concerned.

I3 Candidates authorized to take the examinations

- 3.1 Each candidate must be in good standing at the school at the time of the examinations. Candidates who are registered for an examination session, but are subsequently expelled or suspended from school, normally forfeit their right to be examined by the IB in the school at which they have registered.
- 3.2 Each candidate must be registered at the school where the examinations are taken, have attended an IB World School that offers the Diploma Programme and have followed courses in subjects of the IB Diploma Programme.

I4 Special arrangements

- 4.1 The IB believes that all candidates should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Where standard assessment conditions could put a candidate with special needs at a disadvantage by preventing them from demonstrating their level of attainment, special arrangements may be authorized. This policy applies to candidates affected by a temporary, long-term or permanent disability or medical condition, including candidates with a learning difficulty. For further details about the IB's policy on special arrangements, refer to the publication *Candidates with special assessment needs*. For details about the procedure for requesting special arrangements, refer to section E1 of the *Handbook of procedures for the Diploma Programme*.
- 4.2 Special arrangements must not be made for a candidate without authorization from the coordinator help desk at IB Cardiff. However, there are some arrangements that do not require authorization: these are described in section E1.1 of the handbook.

I5 Unannounced examination inspections

- 5.1 The IB reserves the right to inspect a school's examination arrangements at any time during the session. Regional directors will arrange for representatives to visit a selection of schools during the written examinations with the aim of inspecting each school's examination arrangements. Heads of school, coordinators, teachers and other school representatives are expected to cooperate fully with an inspector by allowing the inspector access to any Diploma Programme examination, to storage facilities for examination papers and material, and by answering all questions about examination arrangements.
- 5.2 The IB reserves the right, if not satisfied that an examination has been conducted in accordance with the regulations, and according to the seriousness of the violation, to declare the examination(s) null and void, to disqualify any or all of the candidates involved, and to cancel the participation of the institution.

16 Preparation for invigilation

- 6.1 The term “invigilator” is used to indicate the person responsible for supervising an examination. In this context, the term invigilator is synonymous with proctor and supervisor.
- 6.2 There must be enough invigilators to ensure the adequate supervision of all examinations. The IB does not impose an exact ratio of invigilators to candidates, but as a guideline there should be about one invigilator for every 25 candidates. Invigilators may be changed during an examination, provided there is continuity and a sufficient number of invigilators at all times.
- 6.3 An invigilator will normally be a member of the school’s teaching faculty (staff) for the Diploma Programme. However, it is acceptable to recruit responsible adults who are not teachers, including relatives of candidates attending the school. Regardless of who is assigned the task of invigilating examinations, the school has responsibility for the training and conduct of all invigilators. If an invigilator is a relative of a candidate in an examination he or she is invigilating, at least one other person must also invigilate that examination.
- 6.4 An invigilation schedule must be devised showing when and where each invigilator will be supervising examinations. The duties of the invigilator may include the distribution and collection of examination material, so time must be allowed for this in the schedule. Also allow for the five minutes’ reading time before the start of each examination (except multiple choice examination papers).
- 6.5 With the exception of the oral examinations in groups 1 and 2 and music performances, teachers of the subject of the examination must not invigilate. An exception is made for a coordinator who is also a subject teacher. However, in this case a second teacher must also act as an invigilator.
- 6.6 Ensure that invigilators do not supervise examinations for long periods without being replaced or given a break.
- 6.7 At least two weeks before the start of the written examinations make available to each invigilator a copy of the examination schedule and the invigilation schedule. It is the responsibility of the coordinator to ensure that all invigilators understand their responsibilities and know how IB examinations are conducted and supervised.

17 Preparation of the examination room

- 7.1 Make sure that invigilators can contact someone outside the examination room in cases of emergency. If only one invigilator is present, he or she must be able to summon assistance without leaving the examination room. (A mobile phone may be used for this purpose, but otherwise kept switched off during the examination.) Candidates may need to leave the room temporarily, so both male and female teachers should be available.
- 7.2 For all examinations, place in the room a large clock that all candidates can see, and a board or flip chart showing the start and finish times. Display in or outside the examination room a copy of *Conduct of the examinations: Notice to candidates*. Display outside the examination room a notice that reads:

EXAMINATION IN PROGRESS SILENCE PLEASE

- 7.3 This section from the *Handbook of procedures for the Diploma Programme* must be available to the invigilators in the examination room.
- 7.4 Remove from the walls, noticeboards and bookcases any information, such as posters, periodic tables, pictures, teaching aids and maps, which may be helpful to candidates during any examination. Particular care must be taken if an examination is being held in a library or similarly resourced room.

18 Conduct of the examinations

- 8.1 The school is responsible for providing a room that is suitable for the examinations and for informing each candidate of where the examinations will be held. Access to the examination room must be restricted to persons who are directly connected with the conduct of the examinations. No person is permitted to take any confidential examination material from the room while an examination is in progress.
- 8.2 IB examinations must be conducted according to the instructions given here. If candidates are present in the room for examinations other than IB examinations, all instructions concerning the conduct of IB examinations must still be observed without interference of any kind.
- 8.3 The document *Conduct of the examinations: Notice to candidates* must be read by all candidates and, if necessary, explained to them. Each candidate should be provided with his or her own copy, which can be downloaded from IBIS. Note that the version on IBIS is in colour, so if possible use a colour printer. However, this is not essential; bitonal versions are perfectly acceptable.
- 8.4 At least one week before the start of the written examinations, a copy of *Conduct of the examinations: Notice to candidates* must be displayed at a suitable location within the school. A poster version of the notice to candidates is provided with the consignment of examination stationery for this purpose.

I9 Seating arrangements for candidates

- 9.1 It is not a requirement of the IB to place a card with the candidate's session number on each desk or table. However, candidates must know their category and session number. A record of where each candidate sat in the examination room must be kept for each examination. In cases of alleged malpractice, which may be brought to the attention of the final award committee, IB Cardiff will request a copy of the seating plan. Retain the seating plans until after the issue of results. Do not send your seating plans to IB Cardiff unless you are requested to do so.
- 9.2 Candidates themselves (rather than their desks) must be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates (for example, when seated in an auditorium) or exchange information. If possible, arrange the seating so that candidates have individual desks or tables. Whether or not candidates have individual desks or tables, each candidate should have sufficient space to accommodate the authorized material, such as data booklets and maps, required for the examination. Do not arrange seats around a table or facing one another: candidates should be facing the same direction.
- 9.3 Candidates are not required to sit in the same place in all examinations. In fact, the security of the examinations can be improved by assigning candidates to a different place for each examination.

I10 Before candidates arrive for an examination

- 10.1 It is expected that the coordinator will normally start and end each examination, although the coordinator may not be present for the full duration of every examination. If another person is starting an examination, the coordinator must provide that person with the examination papers and materials required.
- 10.2 The coordinator must arrive at the examination room well before the scheduled start time to ensure that the room is correctly arranged.
- 10.3 The coordinator must ensure that during the examination candidates will not be distracted (for example, by noise outside the examination room, or by teachers or other persons seeking access to the room). Disruptive events, such as fire drills or building maintenance, should be scheduled for another time.
- 10.4 Examination stationery may be placed on desks/tables before the arrival of the candidates. Alternatively, the stationery may be given out once candidates are seated in the examination room.

111 Arrival of the candidates

- 11.1 Before the candidates enter the examination room, inform them that only authorized materials required for the examination may be taken to their desk/table. All personal belongings, including any device for communication, must be left outside or placed at the back of the room. Also inform the candidates that once they have entered the examination room they are subject to the IB's regulations governing the conduct of examinations.
- 11.2 Admit candidates to the examination room at least ten minutes before the examination is due to begin. They must enter the room in a quiet and orderly manner.
- 11.3 Once the candidates have entered the examination room, the examination is in progress until all scripts and other examination materials have been collected.
- 11.4 The coordinator must decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator and remain seated until permission is given to leave the examination room.
- 11.5 Check the identity of each candidate against the answer coversheets or a checklist of candidates printed from IBIS. It is essential that the identity of each candidate can be confirmed. Retake candidates who do not normally attend the school must be asked to produce proof of their identity if the coordinator/invigilator is not certain of their identity.
- 11.6 Candidates for whom there is no answer coversheet must not be allowed to take an examination unless written authorization has been received from IB Cardiff. If authorization has been received, use one of the generic coversheets available on IBIS. Details on the front of the generic coversheet must be completed.
- 11.7 It is preferable that candidates do not take to their desk/table any form of container (for example, a pencil case) in which to hold their stationery. However, if the coordinator allows this, containers must be either transparent or checked by the coordinator/invigilator to ensure that they do not contain unauthorized material.
- 11.8 Candidates may take to their desk/table the following items only:
 - general stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler)
 - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
 - other materials specified by the IB as required for a particular examination (for example, an electronic calculator).
- 11.9 Candidates must not share stationery, dictionaries, calculators or other material required for an examination.
- 11.10 If unauthorized material is found in a candidate's possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination. Therefore, it is important to provide candidates with the opportunity to declare the possession of unauthorized material before the start of the examination.

- 11.11 Personal belongings not required for the examination must be removed from candidates. However, articles that a candidate may consider a “lucky charm” or similar may be placed on a candidate’s desk/table at the discretion of the coordinator. The article must be thoroughly inspected to ensure that it does not provide unauthorized material.
- 11.12 The coordinator/invigilator must be particularly vigilant for any unauthorized electronic devices. Candidates are not permitted to bring such devices (for example, a mobile phone, a radio pager, a personal stereo/radio, a palmtop computer, an electronic watch or calculator of the kind that allows communication) to their desk/table and must be instructed to switch off a watch alarm if set to go off during the examination. A personal clock, other than a wristwatch, is not permitted.
- 11.13 At the discretion of the coordinator, drinking water is permitted. Food, refreshments, and drinks other than water are only permitted for those candidates with a medical condition, such as diabetes.
- 11.14 With authorization from the coordinator prior to the examination, a candidate with a diagnosed illness may take necessary medication during the examination. If the nature of that medication may distract other candidates taking the examination, the candidate concerned should take his or her examination in a separate room. This can be arranged at the discretion of the coordinator.
- 11.15 Candidates are not permitted to use correcting fluid/pens. The candidate must neatly cross out any mistakes.
- 11.16 Candidates must write their answers in either blue or black ink (except for multiple choice examination papers, when pencil is used).

112 Starting the examination

- 12.1 Inform the candidates that they must remain silent until they have left the examination room.
- 12.2 Ensure that all candidates have the correct coversheet and sufficient stationery, such as answer sheets (if required), pencils, rough paper and/or graph paper.
- 12.3 Open the sealed packet(s) containing the examination papers in the presence of the candidates. Distribute the examination papers and any additional material issued for a particular paper. Place the examination papers on the desks/tables with the front cover uppermost so that candidates cannot read the questions. Care must be taken to ensure that each candidate receives the correct examination paper.
- 12.4 If the wrong packet of examination papers is opened by mistake, seal the packet and report the incident to the head of school immediately after the examination. If the wrong examination papers are distributed, collect the papers, seal them in the packet, and immediately after the examination send a written report on the incident to the coordinator help desk at IB Cardiff.
- 12.5 Section I16 provides the actual instructions that must be given verbally to candidates during the examination. (The coordinator/invigilator for each examination must have already familiarized himself or herself with the text.)
- 12.6 Remind candidates that any notes, such as working out, written on rough paper will not be submitted with their script for assessment, regardless of any failure to transfer the rough notes to their script. This includes any answers or working out that a candidate may have written on their examination paper (except for those examination papers in which candidates are required to write their answers). Candidates must not be allowed additional time at the end of an examination to transfer any notes or answers to their script.
- 12.7 Inform candidates that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then he or she cannot mark it.
- 12.8 Write the start and finish times of each examination paper on a board or flip chart in view of all candidates.
- 12.9 Provide the candidates with details of any error (*erratum*) notices provided with the examination papers. Where appropriate, details of a correction should be written on a board or flip chart so that candidates can refer to it during the examination. Candidates are permitted to write the information on their examination paper. No other correction or change may be announced or made to an examination paper without clear authorization from IB Cardiff.
- 12.10 Allow the candidates five minutes' reading time at the start of each examination (except for multiple choice examination papers). These five minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Candidates must not use calculators during the reading time.

I13 During the examination

- 13.1 Each invigilator must give his or her whole attention to the supervision of the examination. It is not permitted for an invigilator to engage in an activity (for example, reading or marking candidates' work) other than supervising the examination. Any conversation between invigilators must be brief, quiet and confined to discussing matters relating to the examination in progress.
- 13.2 At least one invigilator must walk around the room at regular intervals, without disturbing the candidates, to ensure that no candidate is engaging in any form of malpractice. Invigilators must not remain in one place for a long period, but when moving about the examination room they must avoid distracting the candidates.
- 13.3 It is suggested that one invigilator be seated at the back of the room so that candidates cannot determine which part of the room that invigilator is observing.
- 13.4 During the examination the invigilator must keep an accurate record of any events.
- 13.5 The following are examples of the type of events that should be recorded.
- If a candidate is allowed a temporary absence (for example, because of illness), the session number or name of that candidate must be recorded, as well as the time when he or she left and returned to the room.
 - If a candidate feels ill, but continues with the examination, record the name of the candidate and the time when the illness appeared to begin.
 - If a candidate is cautioned for misconduct, record the name of the candidate and the nature of the misdemeanour.
- 13.6 Do not leave candidates unsupervised at any time. If an invigilator must leave the examination room, another invigilator must remain to supervise the candidates.
- 13.7 Other than candidates for the examination, only the head of school, coordinator and invigilators are allowed into the examination room. No other person should be given access, except in an emergency or with authorization from IB Cardiff.

114 Attendance

Completing the remaining answer coversheets

- 14.1 Thirty minutes after the start of the examination, the absence of any candidate must be indicated on their answer coversheet. On the coversheet there is a box next to the heading "INVIGILATOR ONLY: Candidate absent" for this purpose. If a candidate is absent write a cross in this box. (There is no requirement to indicate this same information on IBIS about candidates who were absent from a written examination.) If a candidate is absent who would have received a generic coversheet, complete the coversheet on his or her behalf and write a cross in the box. If there are adverse circumstances to justify the absence of the candidate, submit a completed *Form D2* to IB Cardiff without delay.

Temporary absence

- 14.2 In cases of emergency (for example, a candidate requires the bathroom, a candidate feels ill) a candidate may be allowed to leave the examination room and return. In cases of illness only, at the discretion of the coordinator, the candidate may be allowed the full time for the examination.
- 14.3 A candidate must be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
- 14.4 During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Early departures

- 14.5 Candidates must not be allowed to leave the examination room during the first hour or during the last 15 minutes of an examination. Consequently, candidates must not be allowed to leave the examination room if the duration of the examination is one hour or less. This ruling is intended to prevent any disruption during the close of an examination, so that candidates are not moving around the room while scripts, examination papers and other material are being collected and accounted for.
- 14.6 On the occasions when two or more examinations are scheduled for the same time of day, but end at different times, the coordinator may determine whether candidates are permitted to leave the examination room before the last 15 minutes of an examination. If candidates are permitted to leave, they must do so without disturbing those candidates who are continuing their examination. It is recommended, but not mandatory, that no candidates are allowed to leave the room during the last 15 minutes of any examination that is still in progress. This would apply to all candidates present, regardless of whether it is their examination that is ending within 15 minutes. If implemented, before the examinations it may be necessary to explain the purpose of this arrangement to all candidates.
- 14.7 If a candidate leaves the examination before the scheduled finishing time, the candidate must not be allowed to return.

I15 Ending the examination

- 15.1 It is the responsibility of the candidate to ensure that the coversheet for each examination is correctly completed before leaving the examination room. Each candidate must attach all answer sheets and graph paper (if used) to his or her coversheet using the string tags provided by IB Cardiff.
- 15.2 Ask candidates to place their examination material on their table or desk so that it can be easily collected from them. Before the candidates leave the table or desk, collect all examination papers, coversheets with answer sheets and graph paper attached, multiple choice answer sheets and all unused material.
- 15.3 All rough notes must also be given to the coordinator/invigilator before leaving the room: rough notes must not be submitted to an examiner for assessment. This includes occasions when a candidate has failed to transfer notes or answers from rough paper to their answer sheets during the time allowed for the examination.
- 15.4 If a candidate attempts an examination paper, their script, no matter how limited in content, should be sent to the examiner. If the examiner receives no script for a candidate, the candidate will not be eligible for a grade in the subject concerned.
- 15.5 Candidates must leave the examination room in a quiet and orderly manner, taking only their personal belongings with them. Candidates must not take any examination paper, rough notes, answer sheets or graph paper out of the room.

116 Invigilator's instructions to candidates

Question papers that require answer sheets

Starting the examination

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use only the rough paper provided by the school for notes.

Use blue or black ink for all written text. Pencil, including coloured pencils, may be used only for graphs, diagrams or charts.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions very carefully. Do not answer more questions than required—if you answer extra questions they will not be marked.

Write as clearly as possible using both sides of each page. If you require more pages on which to write your answers, please ask for more.

Write your session number at the top right-hand corner of every page you use (including graph paper if appropriate).

Write question numbers in the left-hand margin. Leave the right-hand margin blank.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write (or use a calculator). You may now open your examination paper. Your reading time starts now.

(Allow five minutes' reading time.)

Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time)."

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

The time remaining is 5 minutes."

Ending the examination

"The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Draw a line through any work that you do not wish to be marked.

Check that you have written the question numbers in the left-hand margin.

Complete all details on your coversheet if you have not done so already. Remember to indicate the number of answer sheets used and which questions you have answered.

Make sure that your coversheet and answer sheets are fastened together using a string tag. Do not staple the pages together. Make sure that your session number is written on every page. (If appropriate, advise candidates to attach any graph paper they have used.)

Place any rough notes and the examination paper separately on your desk/table ready for collection."

Examination papers in which candidates write their answers

Starting the examination

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use only the rough paper provided by the school for notes.

Use blue or black ink for all written text. Pencil, including coloured pencils, may be used only for graphs, diagrams or charts.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions very carefully. Do not answer more questions than are required—if you answer extra questions they will not be marked.

Write your answers in the appropriate spaces on the examination paper. Answer sheets have been provided for answers that require more space than is available in the examination paper.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write (or use a calculator). You may now open your examination paper. Your reading time starts now.

(Allow five minutes' reading time.)

Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time)."

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

The time remaining is 5 minutes."

Ending the examination

"The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Draw a line through any work that you do not wish to be marked.

Complete all details on your coversheet, if you have not already done so. Remember to indicate which questions you have answered and the number of additional answer sheets (including graph paper) you are attaching to the examination paper. Make sure that your session number is written on every additional answer sheet.

Make sure that your coversheet is attached to the front of the examination paper using the string tag. Attach any additional answer sheets to the back of the examination paper. Do not staple the pages together. (If appropriate, advise candidates to attach any graph paper they have used.)

Place your examination paper on your desk/table with the front page uppermost, ready for collection. Do not include any rough notes; these will be collected separately."

Multiple choice examination papers

Starting the examination

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Read the instructions on the answer sheet. (Allow time for the candidates to do this and give guidance, as appropriate.)

Use only the pencils provided and the rough paper provided by the school for notes and calculations.

Note that calculators are not allowed in multiple choice examinations.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions and the questions themselves very carefully. Do you have any questions?

You have (state time allowed) for this examination paper. You may now start the examination.

The time is (give the precise start time).

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

The time remaining is 5 minutes."

Ending the examination

"The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Place your answer sheet and examination paper on your table/desk with the front pages uppermost, ready for collection."

117 Emergency helpline

- 17.1 During the examinations in May and November, the coordinator help desk at IB Cardiff can be contacted by telephone out of normal office hours, excluding all day Saturday, and Sundays up to 1800 hours (UK time). The telephone number is +44 29 2073 2491. This number must only be used in an emergency, when immediate advice is required.
- 17.2 The kinds of situation that constitute an emergency include:
- natural disasters, civil unrest and other threats to the safety of candidates and teachers
 - serious illness or an accident affecting a candidate immediately before or during an examination.
- 17.3 It should not be necessary to contact IB Cardiff during the examinations in May or November to request any items missing from the examination paper package—coordinators must check the contents of the package when it is received in **April/October**.

118 Interruptions to an examination

- 18.1 There are occasions when an examination is interrupted by a predictable event (for example, a candidate arriving late, a candidate asking a question) or a completely unforeseen event (for example, a fire alert). The information below provides guidance on what action to take in various circumstances. If the event is not referred to below, contact the coordinator help desk at IB Cardiff immediately using the emergency helpline to ask for advice on how to proceed.

Illness

- 18.2 At the discretion of the coordinator, time lost during the examination owing to unexpected illness may be compensated for up to the total time allowed for the examination. Using *Form D2*, send a full report to the coordinator help desk at IB Cardiff immediately after the examination.

Power failure

- 18.3 If there is insufficient light to continue, the examination should be stopped. If the power failure is likely to be for a short period, the candidates should remain in their seats, without talking, until the examination can resume. The full period should be given for the examination.
- 18.4 If the power failure is likely to be for a long or undetermined period, the examination should be suspended. Reschedule the examination for the earliest possible time and date and then inform the coordinator help desk at IB Cardiff that you have done so. You will be required to send a report to the coordinator help desk about the circumstances of the rescheduling, indicating the time and date when the examination was taken.

Candidates' questions

- 18.5 If a candidate has difficulty understanding the information on the examination paper, suspects there is an error in the paper or has any subject-specific queries, advise the candidate to attempt the paper or question according to the instructions. Candidates must be left to interpret questions in examination papers for themselves.

Do not:

- provide what you consider to be the correct explanation
 - suggest an alternative interpretation
 - ask a candidate to ignore an instruction.
- 18.6 Report the query to the coordinator help desk at IB Cardiff by fax or email immediately after the examination. Also ensure the query is reported to IB Cardiff on the form provided on the online curriculum centre (OCC) for teacher's comments on the examination paper. If an error on the examination paper is confirmed, the consequences for all candidates will be considered.

Evacuation of the examination room

- 18.7 In an emergency (for example, a fire alarm, bomb alert or natural disaster), it may be necessary to evacuate the examination room. The action taken will depend on the circumstances and is therefore left to the discretion of the coordinator. However, the following procedure is advised.
- Instruct the candidates not to communicate and then ask them to turn their scripts over so they cannot be read. Record the time when the examination was stopped.
 - Evacuate the room and remind the candidates not to communicate with each other.
 - If candidates return, record the time when the examination recommenced and allow the full time for the examination.
- 18.8 If there are a small number of candidates and the circumstances allow, the coordinator may take the examination material to an alternative location and continue the examination. Candidates must be instructed not to communicate with each other during this time.
- 18.9 If very little of the examination has been completed, and it is not possible to continue with the examination, reschedule the examination for the earliest possible time and date and then inform the coordinator help desk at IB Cardiff that you have done so. You will be required to send a report to the coordinator help desk about the circumstances of the rescheduling, indicating the time and date when the examination was taken.
- 18.10 If a substantial part of the examination has been completed or the candidates are not able to return, after the evacuation collect the candidates' scripts and all other examination material. Using *Form D2*, send a full report to the coordinator help desk at IB Cardiff immediately after the examination.

Examination cannot be held at the scheduled time

- 18.11 If an examination cannot be held at the scheduled time, owing to unforeseen circumstances (for example, civil unrest, a natural disaster), contact the coordinator help desk at IB Cardiff for advice on how to proceed. However, if the situation has arisen immediately prior to the examination, reschedule the examination for the earliest possible time and date and then inform the coordinator help desk that you have done so. You will be required to send a report to the coordinator help desk about the circumstances of the rescheduling, indicating the time and date when the examination was taken.
- 18.12 An examination may only be rescheduled without authorization from the coordinator help desk at IB Cardiff in an extreme emergency. Circumstances that constitute an emergency are normally confined to situations that present a clear threat to the safety and well-being of the candidates and teachers.

Late arrivals—no acceptable reason

- 18.13 During the first 30 minutes after the start of an examination, the coordinator/invigilator may allow late arrivals into the examination room. Direct such candidates to their seats with the minimum of disturbance to other candidates. Do not allow additional time for their examination.
- 18.14 Reasons that are not acceptable are circumstances reasonably within the control of the candidate. Examples include misreading or misunderstanding the examination timetable and oversleeping.
- 18.15 After 30 minutes, do not allow late arrivals into the examination. Do not contact the coordinator help desk to ask for an exception to be made.
- 18.16 A candidate who arrives for an examination after 30 minutes is considered absent from the examination. This must be recorded on their answer coversheet by writing a cross in the box for absence. The candidate will not be eligible for the award of a grade in the subject concerned.

Late arrivals—acceptable reason

- 18.17 During the first 30 minutes after the start of an examination, the coordinator/invigilator may allow late arrivals into the examination room. Direct such candidates to their seats with the minimum of disturbance to other candidates. Allow the full time for the examination.
- 18.18 Acceptable reasons are normally circumstances beyond the control of the candidate (for example, civil unrest, road accident). The IB reserves the right to ultimately determine what constitutes an acceptable reason, and may overrule the decision of the coordinator.
- 18.19 At the coordinator's discretion, a candidate arriving late for an acceptable reason may be allowed into the examination and given the full time for the examination. (This is not a contradiction of 18.15, which states that candidates arriving after 30 minutes must not be allowed into the examination.) The coordinator may exercise some discretion, depending on the circumstances.
- 18.20 If the candidate arrives after other candidates in the group have completed the examination, the examination must be taken as soon as possible on the scheduled date. It is likely that the candidate will be issued a grade for the subject and level concerned, provided there has been no compromise to the security of the examination. However, no assumption should be made either by the coordinator or candidate that a grade will necessarily be issued.
- 18.21 The session number and name of the candidate, time of arrival, and the exceptional circumstances causing the late arrival, must be reported to the coordinator help desk at IB Cardiff by fax or email immediately after the examination. If there has been a possible breach in the security of the examination, this must also be reported to the coordinator help desk. A decision on whether or not to award a grade in such circumstances will be taken by the final award committee.

Misconduct

- 18.22 An act of misconduct by a candidate in relation to the examinations must be reported to the coordinator help desk at IB Cardiff without delay. Misconduct constitutes malpractice that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned.

The following actions are examples of misconduct relating to the written examinations:

- stealing examination papers
- failing to obey the instructions of the coordinator/invigilator
- communicating with another candidate
- helping or receiving help from another candidate
- impersonating another candidate
- referring to unauthorized material
- consulting material outside the examination room during a period of absence
- attempting to influence the coordinator/invigilator
- behaving in a way that may disrupt the examination or distract other candidates
- submitting work for assessment that is not authentic
- removing or attempting to remove from the examination room examination material, such as answer sheets or examination papers
- leaving the examination room without permission

- continuing to answer an examination paper when told to stop by an invigilator or the coordinator
- disclosing or discussing the content of any examination paper with any person outside the immediate school community within 24 hours after an examination.

18.23 The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examinations.

18.24 A candidate should not be expelled from the examination room solely on the basis of suspected misconduct. Whenever misconduct is suspected, if practical, the candidate should be formally cautioned but allowed to complete the examination. However, to avoid disturbing other candidates, it is acceptable to raise the matter with the candidate concerned at the end of the examination. This excludes disruptive behaviour, which must be stopped immediately.

18.25 When reporting a case of misconduct, or other form of malpractice, to the coordinator help desk at IB Cardiff, the coordinator must provide:

- a copy of the record of events kept during the examination
- a seating plan
- a statement from each of the invigilators of the examination and any other staff concerned
- a statement from the candidate(s) that addresses the allegation of misconduct
- any unauthorized material brought into the examination room.

The report must not offer an opinion on the likely penalty that should be imposed by the final award committee if malpractice is established.

18.26 Coordinators must inform the head of school that a case of misconduct is being reported to the coordinator help desk at IB Cardiff. The report should not be copied to the regional office unless a representative from the office was present at the time of the alleged misconduct.

18.27 A case of alleged misconduct must not be reported to an examiner. The candidate's script must be sent to the examiner with those of the other candidates without any reference to the incident.

119 After candidates have left the examination room

Multiple choice examination papers

- 19.1 Arrange the multiple choice answer sheets in numerical candidate order according to the session numbers, including any answer sheets for candidates who were absent. They must not be photocopied.
- 19.2 Before leaving the examination room:
- place the candidates' answer sheets in a plastic envelope with the IB Cardiff address (use separate envelopes for each subject, level and paper)
 - protect the answer sheets with stiff card to guard against damage in the post
 - seal the envelope.

All other scripts

- 19.3 Arrange the candidates' scripts (each with the answer coversheet attached to the front) in numerical candidate order according to the session numbers. Do not photocopy them. Check that there is an answer coversheet and script for each candidate who was present for the examination and include any coversheets for candidates who were absent, ensuring that a cross has been written in the absence box.
- 19.4 Before leaving the examination room:
- place the candidates' answer coversheets/scripts in an unaddressed plastic envelope provided by IB Cardiff (use separate envelopes for each subject, level and paper)
 - enclose one copy of the examination paper (including a copy for those examinations where the candidates write their answers on the actual examination paper) and then seal the envelope.

Examination question papers

- 19.5 Lock up the examination papers in a secure place (except those papers on which candidates have written their answers as these will be sent to an examiner). Also ensure that candidates do not have access to examination stationery, such as answer sheets and graph paper, until the next examination.
- 19.6 No earlier than 24 hours after an examination, the paper for that examination must be available to the appropriate subject teacher(s). This is necessary so that the teacher(s) concerned can review the paper and submit their comments to IB Cardiff using the form on the online curriculum centre (OCC).

I20 Sending scripts to examiners

20.1 The coordinator must refer to section H3 of the *Handbook of procedures for the Diploma Programme* for general information about mailing examination material to IB Cardiff or to examiners. In addition to this information the following points refer specifically to scripts.

- Do not photocopy scripts before sending them to an examiner. Similarly, do not photocopy the completed multiple choice answer sheets before sending them to IB Cardiff.
- Ensure that each envelope is sealed and sent to the appropriate examiner within 24 hours after the examination.
- Use a separate envelope for each subject, level and paper. If two or more envelopes are being sent to the same location, even if the location is IB Cardiff, they must be mailed separately. This includes examination material sent by courier.
- Use a means of delivery that is fast, secure and traceable. The scripts must arrive with the examiner no later than seven days after the examination.